



INFORMATION FOR APPLICANTS: RECEPTIONIST/FINANCE ASSISTANT



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Greensand Federation

Visit: www.sandysecondaryschool.co.uk

MESSAGE FROM THE EXECUTIVE PRINCIPAL

Sandy Secondary School continues to go from strength to strength; It is a place all staff and students are pleased to attend and proud to be a member of the school community. The school continues to achieve some of the best GCSE and A 'level results for its students and offers a very extensive support programme both pastorally and academically for all students regardless of ability. We are an inclusive community and with high expectations of both students and staff.



Our transformational journey continues this year, with even higher expectations, refinement of our systems and an even greater focus on achievement and success. It is a very exciting time for our school community as our new teaching block opened in September 2024, alongside significant internal refurbishment, and modernisation to the existing school.

I look forward to receiving your application and welcoming you to our school in person should you be shortlisted for interview.

May I take this opportunity to thank all applicants for their interest in this post and in Sandy Secondary School.

With best wishes

A handwritten signature in black ink, which appears to read 'K Hayward'.

Miss Karen Hayward
Executive Principal

OUR VALUES & ETHOS

"Empowering Our Students To Shine"

At Sandy Secondary School, nestled at the heart of its community, we cultivate an atmosphere of empowerment, ensuring each student confidently embraces their unique potential. Our ethos champions students who are aspirational, self-motivated, and compassionate, fostering not only academic prowess but also moral, cultural, and societal awareness. Our dedicated staff, with a tailor-made curriculum, recognise each student's individuality, providing ample avenues for them to shine, both within and beyond the classroom setting. Complementing our academic commitment is our steadfast pastoral support, ensuring student well-being, resilience, and the ability to make positive choices.

Emphasising the vital role of parents and guardians, we cherish and nurture the enduring partnerships between the school, students, and their families. This bond is pivotal in shaping a student's educational journey, allowing guardians an integral part in this crucial phase of their child's life. Our approach to teaching and learning is both innovative and rooted in student needs. We are adamant that no barriers, be they disability or societal, impede our students' success. With top-tier teaching, we not only impart knowledge but inspire passion, leveraging technology and in-depth data to enhance learning experiences.

Our students, the pride of Sandy Secondary, are enthusiastic and engaged learners. They not only achieve academically but also cultivate skills such as adaptability, resilience, and leadership. Their interactions with peers and staff echo respect and the expectation of positive behaviour. Our leadership stands as a beacon of integrity, approachability, and vision, ensuring decisions prioritise achievement, teaching, and learning. Every staff member's input is valued, fostering a collaborative environment that enriches the school's journey. Lastly, our relationship with parents and guardians is rooted in trust and open communication, leveraging technology to keep them in the loop, ensuring a harmonised educational experience for every student.



Receptionist / Finance Assistant

Required from ASAP

37 hours per week, term time only plus 5 INSET training days

Monday – Thursday 8.00am – 4.00pm; Friday 8.30am – 4.00pm

NJC Level 2a points 3 – 4

**£22,302– £22,652 per annum, actual salary
(£25,614– £26,016 pro rata)**

We are looking to appoint an organised, friendly and reliable Receptionist / Finance Assistant to join our busy school support team. This is a varied role combining financial administration with providing a professional and welcoming reception service. The successful candidate will support the school's Finance Team during the mornings, undertaking duties including processing orders and invoices, educational visits and ParentPay administration, maintaining financial records and dealing with payments and income.

During the afternoons, the role will be based on Reception, acting as a first point of contact for students, parents, staff and visitors, responding to telephone and face-to-face enquiries and providing general administrative support. We are looking for someone with excellent communication and organisational skills, good attention to detail, confidence working with IT and financial systems, and the ability to remain calm and professional in a busy school environment. Previous finance or school-based experience would be advantageous, although training will be provided.

How to apply for the role:

Application is by completed application form via my new term, just click on the link on our website or click on the QR code above.

Closing Date – Monday 28th September 2026 at 9.00am



SAFEGUARDING POLICY

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.

Sandy Secondary School have decided to carry out online searches for shortlisted candidates as part of due diligence in our recruitment process, (as per KCSIE, paragraph 220).

The searches are conducted by a member of our staff and recorded in line with our recruitment and appointment protocols and procedures.

The process will be consistent, transparent, and fair and reflected within the Safer recruitment policy.

At Sandy Secondary School, safeguarding is our top priority. We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of students. You can find the policy [here](#).



PERSON SPECIFICATION

Essential	Desirable
Education - Qualifications	
Educated to GCSE level with English and Maths at A*-C	Recognised bookkeeping/accountancy qualification
Experience and background	
Essential: 1-2 years office experience, Previous experience of work in a financial environment.	
Skills/Knowledge/Aptitude	
Essential: Knowledge of financial software systems, Good organisational skills, Ability to work effectively as a member of a team, Ability to work with autonomy within set boundaries.	Preferred: Knowledge of SIMS/key Solutions/SAP
Motivation	
Essential: Willingness to undertake further training, Willingness to be flexible.	
Other	
Must be fluent in the English language in accordance with the Immigration Act 2016	

JOB DESCRIPTION

JOB TITLE:	Receptionist / Finance Assistant
RESPONSIBLE TO:	Director of Finance / Office Manager, according to area of responsibility
SALARY:	NJC Level 2a points 3-4
HOURS:	37 hours per week, Term Time Only
WORKING PATTERN:	Finance duties in the mornings and Reception duties in the afternoons
JOB PURPOSE:	To support the smooth and efficient running of the school by providing accurate and effective finance administration during the mornings and a full, professional reception and administrative service during the afternoons.

MAIN DUTIES AND RESPONSIBILITIES

Finance - mornings

1. To undertake the financial administration for educational visits, including costing and ParentPay systems.
2. To assist the finance team in maintaining accurate and complete records of income and expenditure within the school budget and school fund, working at all times in accordance with agreed financial procedures.
3. To operate the school finance system, including assisting with the processing of purchase orders, invoices and payments.
4. To seek best value, liaising with suppliers when obtaining quotes, checking invoices against orders and ensuring VAT is accounted for appropriately.
5. To process orders by raising purchase orders and requisitions, dealing with goods received and chasing outstanding orders as necessary.
6. To assist with the payment of invoices, preparing invoices for authorisation and assisting with BACS payment runs.
7. To produce data and reports on financial matters as required by the Director of Finance.
8. To receive, record and process cash and other payments received from pupils, parents and staff, including those relating to educational visits and other school activities, and issue receipts where required.

Reception and administration - afternoons

9. Answer enquiries made in person at the front desk and by telephone, dealing with queries professionally and directing them to the appropriate person where necessary.
10. To provide a welcoming, professional and efficient reception service for pupils, parents, staff, visitors and external contacts.
11. To cover Reception at other schools within the Greensand Federation, including Moggerhanger Primary School, when required.
12. Undertake word processing, routine correspondence, photocopying, filing and other general administrative duties as required.
13. Provide administrative support as directed by the Office Manager, including support for SLT and departments where required.
14. Sort and distribute school mail and deal with incoming and outgoing post, including examination-related post where appropriate.
15. Input and maintain student and other relevant data accurately within the school management information system(s).

JOB DESCRIPTION

General responsibilities

- To work flexibly across the finance, reception and administration functions to support the operational needs of the school.
- Maintain confidentiality at all times in respect of school-related matters and prevent the unauthorised disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility, commensurate with the grade and nature of the post, as may reasonably be required.

HEALTH AND SAFETY

To have an up-to-date knowledge and demonstrate a good understanding of relevant health and safety requirements, equalities legislation and the School's Equality and Diversity policies as applicable to the role.

SAFEGUARDING

Maintain and demonstrate a good understanding and knowledge of the School's safeguarding policies and procedures as applicable to the role, and contribute to the safeguarding and welfare of all pupils.

PROFESSIONAL DEVELOPMENT

Maintain and update your own knowledge and skills in line with legislation and the needs of the role; attend CPD and additional training as required; and maintain a high standard of professionalism at all times.

PERFORMANCE MANAGEMENT

Participate in the School's arrangements for performance management, professional development and quality assurance as appropriate to the role.

GENERAL

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but, following consultation, may be changed by the Executive Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Due to the nature of this post, the appropriate level of Disclosure and Barring Service check will be required in accordance with current safeguarding legislation and guidance.

We believe in the welfare and safeguarding of all children and expect ALL staff to share the same commitment.